

ESD Safety Committee Meeting 11/12/08: Minutes

Attending: Vivi Fissekidou, Tim Kneafsey, Maryann Villavert, Paul Cook, Seiji Nakagawa, Susan MacAllister Jil Geller, Stefan Finsterle, Carl Steefel, Joern Larsen, Mark Conrad, Ernie Majer, Eoin Brodie, Maryann Villavert, Barry Freifeld, Don Depaolo, Nick Spycher, Cristina Castanha.

HR: Susan M. – what to do re disciplinary actions re: safety. Spoke w/ Labor employee relations.

1. Counseling Memo (not really discipline, but reminder to comply, can be given to anyone),
2. Warning (which can lead to termination, run through labor employee relations). Enforce consequences once division staff has been notified that it is being taken seriously (maybe at a MANDATORY Town Hall) and consequences will occur (don't need to specify consequences). Must be direct to employees about consequences to actions and expectations – can go directly to warning if employees have been notified. E.g. can't apply this if notified at meeting but staff didn't attend. Issue is clarity and expectations for complying w/ requirements. (Work lead training does not address this.)

- ✓ ESD management feels that people really have been notified, and expectations are known. But haven't told anyone that disciplinary action will be taken.
- ✓ Regarding people who didn't attend stand-downs – if we have been lax in the past, and haven't enforced attendance before, can't discipline w/o explicit, direct warning.
- ✓ Want to get message across and not terminate employee.

Training – Lab can be shut down lab where training incomplete (example of LLPI), and write this down for file. This is issue of lab safety, and not HR process. Supervisor or Dept Head needs to speak directly w/ employee to say lab could be shut down. Can put “boot” on the door. “Bad cases” shouldn't get treated w/ “kid gloves”. Don wants “boot” to be kept in his office for use when unsafe conditions are found in lab. Good idea to have more key-card access in labs.

- ✓ Reminder that training must be taken w/in 30 days PERIOD, even if person continues to work w/in line of sight after 30 days, and even if they are short term. Only work w/in line of sight before training completed.
- ✓ ACTION ITEM – Susan suggests that the next ESD town hall be MANDATORY - w/ sign-up sheet let people know there will be consequences.

Electronic lab primers - Joern presented a discussion on electronic lab primers. Current lab primers are out of date. People don't know what is in the lab primers. Proposals: Make electronic primers, consistent throughout division, or make personal lab primer like JHA. Record 'on the job' training (OJT). Have work authorizations, other lab-specific precautions/hazards. Could be cumbersome to check presence of electronic primers during walkthroughs. Some information is general (like ISM plan). Have electronic version of general information (incorporate into Maryann's update of ESD website), and paper copy for lab-specific documents that refers to website. Have standard format for all labs – but shorten existing format. Include one page of lab-specific hazards (already listed in template). Have Standard Operating Procedures for lab-specific processes and equipment that doesn't have safety manual, pointing out hazards and safety procedures.

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Bldg 70/70A management problems that need to be addressed at higher level than bldg manager:

1. Gas cage gets filled up, people storing their tanks there, O₂ and H₂ stored together (safety issue), Need manager for gas cage, better access to tanks. ORNL auditor wondered about lack of full-time bldg manager. 2. Fire door down – complain up the chain Steve Black & Jennifer Ridgeway and cc Don Depaolo.

Audit update from Vivi – All depts. except admin have done stand-downs. Now doing individual lab stand-downs. Auditor/consultant taken to bldg 64 and Terry's lab. Many findings, opened cabinets – commercial items that are flammable not stored in flam cabs. Can keep up to 10 gallons of flammables outside of cabinet – we need to know this. Maryann has Q's and A's from audit that she will post online. Beware of questions that will self-incriminate. "are you happy with the secondary containment". This could lead to actually questioning the criteria for secondary containment. Responses like "EH&S told us what to do" – doesn't enforce line management responsibility. Concern about codes etc – consult SME's, but what if they are wrong? Will ask about gloves etc. If safety is discussed on a regular basis, things will come up. Want written procedures if no instruction manual. **KNOW** your JHA requirements!! Know engineering controls, work authorizations, PPE.

Proposed idea: Hazard hunts in stand-downs? Free-form review of site by different organizations – could make team w/ Barry and two others to implement? Ernie, Maryann and Seiji getting trained to prepare for audit, and will ask people as auditors.

OJT in labs – Suggestion, for future discussion – where lab tasks and equipment are complex, apply an apprenticeship system, 'shadowing' experienced person, over a period of weeks. Not necessarily conducted by LLPI. Set apprenticeship duration as criteria for training, time to be determined by lab and task. Supervision of staff in lab – must think and plan when new staff are working to ensure some one w/ expertise has oversight, especially w/ PIs who are not in the labs.

ACRONYMS

CMS Chemical Management System

ES&H environmental safety and health

HR Human Resources

ISM Integrated Safety Management

JGI Joint Genome Institute

JHA Job Hazard Questionnaire

LLPI Labspace Lead PI

MESH Management of Environmental Safety and Health

OJT On the job training

PPE Personal Protective Equipment

PRD Performance Review and Development

SME Subject Matter Expert

SRC Safety Review Committee